

JOB DESCRIPTION
STREET DEPARTMENT
RIGHT(S)-OF-WAY (ROW) CONSTRUCTION & SAFETY COORDINATOR

1. JOB TITLE: ROW CONSTRUCTION AND SAFETY COORDINATOR

- 2. DEFINITION:** The employee is responsible for technical work in the enforcement of the City's Right(s)-of-Way Excavation Permit Ordinance and related Codes for construction and maintenance work conducted within the City's ROW. This employee works under the supervision of the Director of the Street Department. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee will be subject to pre-employment, reasonable suspicion, post-accident (incident), random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee will safely operate a vehicle as well as modern office equipment, including but not limited to personal computer, typewriter, calculator, copier, fax and multi-line telephone system and miscellaneous office equipment and accessories customarily used in an office environment.
- b. The employee will also operate their own vehicle to travel around the City to make inspections and perform daily tasks. Work performed will be both indoors and outdoors, with some tasks performed outdoors regardless of weather conditions. The employee will be exposed to dirt, dust, loud noises, and tobacco smoke.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Inspects, interprets, explains and enforces codes, ordinances, and the ROW Excavation Permit Policy for ROW maintenance and construction sites.
- b. Collects and issues receipts for ROW Excavation Permit Fees. Calculates, collects and issues receipts for Permit Performance Bonds of project off-site improvements within the City's ROW.
- c. Attends pre-construction meetings to facilitate the ROW Excavation Permit process and approve the traffic control plans for related construction and maintenance projects within the ROW.
- d. Manages ROW Excavation Permits in a computer data base.
- e. Releases Performance Bonds to contractor when work is completed, inspected and approved.
- f. Inspects, interprets, explains and enforces ROW maintenance and construction safety work zones to insure the conformance to and the compliance of Part VI of the "Manual On Uniform Traffic Control Devices" (MUTCD).
- g. Designs traffic control plans in compliance with the MUTCD for various work zones within the City's ROW.

- h. Conducts construction and maintenance work zone safety traffic control workshops for contractors as well as City employees working within the ROW.
- i. Establishes and maintains an effective working relationship with contractors, public and other employees through verbal and written communication skills.
- j. Inspects vegetation overgrowth complaints for compliance to the ROW Vision Sight Triangle codes and ordinances. Trim vegetation on site in an emergency situation and route other proper complaints to Urban Environmental for evaluation and trimming of the vegetation.
- k. Inspects and evaluates public property improvements which could impact the City's ROW and deviation from the Vision Sight Triangle as called upon by Building and Codes.
- l. Investigates and evaluates Risk Management Claims as called upon by the City's Legal Department.
- m. Monitors and enforces removal of mud, construction and maintenance debris from City's ROW.
- n. Documents possible problem areas of the ROW that relate to Permits, Traffic Control Safety, Vision Sight Triangle and Risk Management.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.
- b. Investigates complaints of City street conditions, traffic control safety, vision sight triangle, and risk management.
- c. Approves and issues ROW Excavation Permits.
- d. Assists in the preparation of proposed ROW permits and traffic control safety changes.
- e. Consults with contractors, engineers, and architects regarding projects' off-site improvements and traffic control safety within the City's ROW.
- f. Serves as the enforcement agent for ROW Excavation Permits and for the "Manual On Uniform Traffic Control Devices".

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must possess a high school diploma or GED; college, technical school, or related work experience preferred.
- c. Possess a driver's license valid in the state of Tennessee with the ability to safely operate a motor vehicle.
- d. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- e. Submit to and pass a drug screening test.
- f. Must have legal authorization to work in the United States of America.
- g. Excellent communication skills, both written and verbal, with the ability to understand and carry out complex oral and written instructions as directed.
- h. Ability to make visual inspections and to traverse unimproved construction sites for the purpose of field inspections.

- i. Ability to administer and manage projects.
- j. Ability to access archive files, retrieve and research information, and prepare reports.
- k. Possess good human relations skills with the ability to communicate effectively with the public, elected officials, members of boards and commissions, department heads, other employees of the City, and employees of utilities, contractors, and government agencies.
- l. Temperament and good judgment to effectively and diplomatically deal with the public and contractors, some of whom may be irate and unreasonable.
- m. Ability to perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- n. Ability to work independently and accurately perform the duties of the job.
- o. Ability to report to work on time and perform the duties of the job for a completed work day. Some overtime and holiday work required.
- p. Comprehensive knowledge of or the ability to learn the "Manual On Uniform Traffic Control Devices", especially Part VI, work zone safety as it relates to traffic control.
- q. Knowledge of State and City codes and ordinances governing construction and maintenance projects conducted within the City's ROW.
- r. Knowledge of basic computer skills for preparing written correspondence, daily logs, creating forms and traffic drawings, and maintaining data bases.
- s. Knowledge of the geographic areas of the City.
- t. Ability to read and interpret site plans and blueprints.
- u. Ability to ascertain facts by personal contact, observation, and the examination of records.
- v. Ability to explain and interpret pertinent provisions of laws, ordinances and regulations.
- w. Ability to enforce rules and regulations firmly, tactfully, and impartially.
- x. Ability to make math calculations.
- y. Ability to learn and comply with department rules and regulations, policies and procedures.
- z. Ability to concentrate and accomplish tasks despite interruptions.
- aa. Ability to be flexible in performing a variety of tasks simultaneously or in rapid succession.

Non-Exempt
Safety Sensitive
August 15, 2005